

ACCOUNTING MANAGER

DEFINITION: Under administrative direction, performs work of considerable difficulty in planning, assigning, supervising and coordinating accounting activities that includes the day-to-day administration of a centralized accounting unit within the Office of the Controller; supervises the work of subordinate staff in the maintenance of a centralized accounting system that provides for the control of assets, payroll, financial obligations, payables, receivables, grant accounting and financial reporting; performs related work as assigned.

Manages an accounting unit of moderate size and complexity with multiple supervisory controls; work force ranges from 12–25 personnel.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, assigns, supervises and coordinates the activities of a central accounting unit responsible for recording, maintaining and providing accounting data related to Navajo Nation fiscal operations; reviews and presents financial reports including expenditures, commitments and revenue data; devises and establishes budgetary controls; interprets and implements new accounting standards; ensures that accurate internal ledgers and records are maintained and reconciled periodically with reports generated by the financial accounting system; reconciles bank statements.

Manages, plans and coordinates the formulation and execution of broad policy and immediate technical supervision of overall accounting functions; reviews financial documents and authorizes expenditure of funds; ensures compliance with funding source requirements; reviews invoices for reimbursable contracts; ensures all grants and contracts are closed out at the end of grant period in accordance with applicable requirements; reviews proposals prior to submission to funding agencies; assists internal and/or independent auditors by providing information required for audits; assists with and/or prepares responses to audit exceptions.

Participates in complex organizational and procedural analysis; performs special projects; serves as departmental coordinator of related committees and task forces; coordinates and facilitates the design and implementation of automated accounting/financial systems; evaluates and recommends accounting/financial system changes; mentors, organizes, trains, motivates and evaluates assigned staff; answers inquires, resolves complaints and advises organizational units on accounting policies and procedures; may be delegated in the absence of Assistant Controller or Controller.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of general governmental accounting and financial administration principles and practices including automated accounting systems.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting.

Knowledge of accounting principles, practices and procedures.

Knowledge of modern office procedures and practices used in accounting transactions, including record keeping and data security methods and techniques.

Knowledge of supervisory methods and practices.

Skill in developing computer databases and spreadsheet files.

Skill in analyzing financial systems, procedures and controls.

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Skill in preparing detailed and complex numerical computations and reports.
Skill in applying judgment in the release of confidential information.
Skill in supervising and managing subordinate staff.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and six (6) years of progressively responsible or expansive administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis and information systems; four (4) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- Master's degree in Accounting, Finance, Business Administration or related field;
- Advanced professional supervisory experience in the application of accounting principles and methods in preparation, analysis and control of financial records.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.